

Minutes of the IT Investment Board Finance Sub-Committee
February 26, 2004
Virginia Information Technologies Agency
Executive Conference Room
110 South Seventh Street
Richmond, Virginia

Members Present

Scott Pattison (Chairman)
Dr. Mary Guy Miller
Walter Kucharski (ex-officio)

ITIB Members

Jimmy Hazel
Hiram Johnson

VITA Staff

Mr. Lem Stewart, CIO of the Commonwealth
Austin Matthews, CFO
Jerry Simonoff, Director of Strategic Management Services

Call to Order

The Chairman called the meeting of the Virginia Information Technology Investment Board Finance Sub-Committee to order at 9:00 AM. All members of the Committee were present. Mr. Jimmy Hazel and Mr. Hiram Johnson of the Information Technology Investment Board also attended the meeting.

Approval of Minutes

Chairman Pattison made a motion that the minutes of the January 29, 2004, meeting be approved. The motion was seconded; and there being no discussion, the minutes were approved as submitted.

Interim Rate Structure and Plans

Lem Stewart, CIO of the Commonwealth, gave a presentation on the proposed change to VITA rate structure methodology. Following the presentation, the proposed methodology was discussed and questions answered. Chairman Pattison commented the draft timeline for submission of proposed rates to JLARC was ambitious. The Committee members approved the proposed change to VITA rate structure methodology and timeline as presented by Mr. Stewart and will recommend approval to the Information Technology Investment Board at its meeting on March 3, 2004.

Finalization of the APA Action Plan

Austin Matthews, VITA CFO, presented the summary action plan in response to the Auditor of Public Accounts Special Report dated December 15, 2003. After a discussion of the status of the issues brought forth by the APA, the Committee approved VITA's plan and Chairman Pattison will present it to the Information Technology Investment Board for its approval.

Review of the Draft Business Plan

Jerry Simonoff, Director of Strategic Management Services for VITA, presented the Table of Contents for the draft VITA Business Plan. Discussion and questions followed, along with suggestions for consideration. Chairman Pattison recommended the Committee meet the end of March or the first part of April to finalize the Business Plan in order to submit it to the Information Technology Investment Board at its April 14 meeting. It was agreed a specific date would be selected for a Finance Sub-Committee meeting during that time frame.

Other Business

Chairman Pattison asked if there was other business to be brought before the Committee. Austin Matthews submitted VITA financial statements for review and asked Committee members for input on format and any additional information that they would like to see.

Public Comment

Fred Norman of CVC, LLC, stated some private sector vendors have questions regarding their understanding of the process in place at this time regarding VITA's Public Private Education Act initiatives. CIO Stewart and Mr. Norman agreed to schedule an appointment to discuss these guidelines. Kristina Wilhite with the Department of Social Services commented upon PPEA evaluations and asked for consideration of an enterprise approach for the new VITA budget system.

Adjourn

There being no further business, Chairman Pattison adjourned the meeting at 10:45 AM.